

**Functional Series 500
Management Services**

INTERIM UPDATE 05-01

SUBJECT: Policy statement on resolution of clearance issues, to be included in ADS 501 - Effective January 01, 2005

NEW MATERIAL: This IU announces a new policy regarding the resolution of clearance issues. Called the adjudication process, the policy discusses the fact that, if an authoring office and clearing official cannot reach agreement on substantive issues, they must schedule an appointment with the Agency Counselor for arbitration.

EFFECTIVE DATE: 01/01/2005

ATTACHMENTS: [1\) ADS 501: The Automated Directives System](#)
[2\) The ADS Process](#)

POLICY

USAID/General Notice
M/AS/IRD
01/10/2005

Subject: Policy statement on resolution of clearance issues, to be included in ADS 501 – Effective January 01, 2005

The following adjudication process for ADS clearance issues is effective January 1, 2005.

Authors and clearing officials must make every effort to resolve all substantive issues raised during the ADS clearance process within 30 calendar days after a clearing official returns a "non-clearance with substantive comments" response to the author. If the author and clearing official are unable to reach resolution on all issues themselves, they must immediately elevate the issues within the offices concerned to the level necessary to reach resolution within this 30-day timeframe.

The author and clearing official must first elevate the issues to their management officials. If no resolution is reached, the issues must be raised to the next level. The final effort prior to contacting the Agency Counselor is resolution at the DAA level.

If an issue remains unresolved after 30 calendar days, together the authoring office and clearing office must schedule an appointment with the Agency Counselor within a reasonable timeframe and present the issue to her or him for arbitration. Both the authoring office and clearing office may request that their Director, DAA, or AA represent them at arbitration. The Agency Counselor will utilize all resources necessary to make a decision, including consultation with the Administrator and Deputy Administrator as needed.

The Agency Counselor will reach a decision within 15 business days of hearing the case. The Agency Counselor's decision is final.

EXCEPTION: Exceptions to the 30-day timeframe may be granted on a case-by-case basis by the Division Chief of M/AS/IRD. The authoring office and clearing office must e-mail their request for additional time to Ms. Joanne Paskar, M/AS/IRD.

Point of Contact: Inquiries regarding this notice may be directed to Mrs. Cynthia Staples, M/AS/IRD, (202) 712-0798.

Notice 0123

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0501_011805_nocd	01/10/2005	01/01/2005		CD 38	This IU will be cancelled once CD 38 is issued.